



January 13, 2015

MEMORANDUM

TO: ALL NAVAJO NATION DEPARTMENTS/PROGRAMS

FROM: 
Gilbert Edgewater Jr., Fleet Service Manager

RE: **WRIGHT EXPRESS ORIENTATION**

All Navajo Nation Employees who have **NOT** attended the Wright Express Orientation will need to attend. Those individuals that have had their PIN terminated or actions resulting in a Personnel Action Form will need re-orientation. Fleet Managements Policy and Procedures on the usage of the Wright Express card will be discussed and each employee will receive a pin number or reactivated.

The following is a list of dates for the fourth Thursday's of each month at the **Administrative Service Center Conference Room** (Formally Local Governance Support Center) **east of TC Comm. Center, (two trailers down from TC Industrial Laundry in a beige doublewide trailer) beginning at 9 a.m.** for the following months:

- **February 26, 2015**
- **March 26, 2015**
- **April 23, 2015**
- **May 28, 2015**
- **June 25, 2015**
- **July 23, 2015**
- **August 27, 2015**
- **September 24, 2015**
- **October 22, 2015**
- **November 19, 2015**
- **December 17, 2015**

To sign up for the orientations or have questions, Il may be reached at (928) 283-3368. Thank you.

xc: Fleet Management Dept. ~ Administration/All Agencies

Division of General Services

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